

NorthStar Trekking

Thank you for your interest in working for NorthStar Trekking. Following is a brief description of the positions that we have available for the 2011 season.

Ground Crew

Responsibilities include greeting clients at base, providing direction and assistance in gearing up for their Glacier Tours, a thorough safety briefing and loading and unloading from helicopters. Ground Crew members must be safety conscious, able to recognize and prevent potential safety hazards. Additional responsibilities involve keeping all gear clean and organized, as well as maintaining NorthStar base. Excellent customer service and interacting with passengers are a must.

Van Driver

Must be 21 years of age or older, have a valid driver's license and a clean driving record. Responsible for transporting passengers to and from the NorthStar base in a 15- passenger van. Must enjoy interacting with passengers. Additional responsibilities include cleaning and fueling vans and doing regular maintenance checks. Must be reliable and have excellent customer service skills.

Dispatch/Receptionist

Will assist in the daily operations of the NorthStar office. Duties include answering telephones, data entry, preparation of flight manifests, gift shop retail sales and flight coordination and tracking. Must have strong customer service skills and multitasking skills. Will be communicating with other employees and the aircraft via radios. Record-keeping experience and organizational skills desired.

Dock Representative

Responsible for meeting passengers at the cruise ships and directing to transportation for heliport. Must be dependable, punctual and able to work independently. Strong customer service skills, organizational skills and communication skills required. Must be willing to spend all day outside in varied weather conditions. Will be responsible for collecting passenger data and communicating to base. Must enjoy lots of public interaction. Own transportation preferred.

Glacier Guides

Current First Aid and CPR certification required. Preference will be given to applicants with Wilderness First Aid, EMT or ETT training. Guiding experience required. Ice climbing/Mountaineering experience required. Guides will be responsible for loading and unloading helicopters on the glaciers. Will provide clients with safety information and instruction in using the provided mountaineering tools. Guides are responsible for safely leading clients on a guided hike over varied glacial terrain. Must enjoy interacting with passengers.

NorthStar's season runs from the beginning of May through the end of September. Employees may be asked to make a commitment for the length of time that they will be available.

NorthStar Employees may be subject to random and reasonable cause drug and alcohol testing.

NorthStar Trekking
PO Box 32540 ★ Juneau, Alaska 99803
Phone 907.790.4530 ★ Fax 907.790.4419

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APPLICATION FOR EMPLOYMENT

NorthStar Trekking is an equal opportunity employer, which does not discriminate in employment based on race, age, color, sex, religion, national origin, or other protected classification including disability or handicap.

Name: _____

Address: _____

Telephone Home: _____ Telephone Cell: _____

Email: _____ Date of Birth (mm/dd/yyyy): _____

Position Applying For: _____ Wage or Salary Desired: _____

First Day Available to Work: _____ Last Day: _____ Are you willing to accept overtime as required? _____

Days of the week you are unable to work: _____

Have you been convicted of a felony in the last ten years? _____ (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

Can you establish that you will be lawfully employed in this country because of citizenship or immigration status? _____ (Proof of citizenship or immigration status will be required upon employment.)

Are you 18 years of age or older? _____ Yes _____ No

Do you have a valid Driver's License? _____ Yes _____ No

Do you have current First Aid Certification? _____ Yes _____ No

Do you have current C.P.R. Certification? _____ Yes _____ No

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EDUCATION:

NAME AND LOCATION OF SCHOOL	HIGHEST GRADE COMPLETED	DID YOU GRADUATE?	MAJOR	DEGREE RCVD
High School:	9 10 11 12			
College/University:	13 14 15 16			
College/University:	13 14 15 16			
Other Training/Education:				

PRIOR WORK EXPERIENCE:

Employer:	Date:
Name of Supervisor:	Telephone:
Position Held:	
Duties:	

Employer:	Date:
Name of Supervisor:	Telephone:
Position Held:	
Duties:	

Employer:	Date:
Name of Supervisor:	Telephone:
Position Held:	
Duties:	

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Licenses or Certificates? _____

Skills or Hobbies? _____

What interests you about working for NorthStar Trekking? _____

What do you feel you could contribute to NorthStar? _____

Based on what you know about NorthStar Trekking what are three characteristics that you would be looking for in employees if you were the hiring manager?

1. _____

2. _____

3. _____

Please rate yourself on the three characteristics listed above (use additional sheet if necessary):

How did you hear about NorthStar Trekking? _____